

CRIMINAL JUSTICE MEETING

PROBATION AGENDA

12/3/15

- I. Committee Meeting called to order by Chairman
- II. Motion to approve minutes from prior committee meeting

III. ACTION AGENDA

Request Resolution – Resolution Request to fill vacant Probation Supervisor position created by the retirement of Mark Sager effective 1/19/16.

Rational – This position is needed in the department as this Probation Supervisor is responsible for managing eight probation officer as well as other administrative dates.

Request Resolution – Two separate Resolution Request to fill vacant Senior Probation Office positions created by the retirement of Natasha Corcoran effective 3/31/16 and Anne Greco effective 3/31/16.

Rational- These are promotional opportunities for a Probation Officer's that includes managing a caseload as well as enhanced duties including team leadership responsibilities.

Request Resolution – Three separate Resolution Requests to create (3) Probation Officer Trainee Positions to fill positions that will be vacated by promotional opportunities for members of our department (Probation Supervisor and two Senior Probation Officer positions).

Rational – We will need to create three Probation Officer Trainees positions and keep open three Probation Officer Positions vacated by retirements of Mark Sager, Natasha Corcoran, and Anne Greco and funded a \$3,500 as Probation Officer Trainees incumbents will automatically become a Probation Officer after a successful one year training period without further examination.

Request Resolution – To contract with Warren-Hamilton Counties ACEO, Inc. to operate the Alternative Sentencing Program to serve youth and adults pursuant to WC66-15 RFP in the amount of \$61,000 for 1/1/16 to 12/31/16 as well as four (4) one year extensions if mutually agreeable to both parties.

Rational – The Alternative Sentencing Program (Community Service) is a needed program that provides a viable sentencing option to the Courts of Warren County.

Request Resolution – Resolution Request to extend MOU with DSS in the amount of \$60,000 for 1/1/16 to 12/31/16.

Rational – Funding is for Preventative Services money that funds one Juvenile Probation Officer position.

Request Resolution – Authorization for Director of Probation, Robert Iusi, Jr., to attend American Probation and Parole Association 2016 Winter Institute in Atlanta, Georgia, from 1/30/16 to 2/3/16.

Rational – Excellent opportunity for Director to attend a National Conference regarding probation practices. The New York State Council of Probation- Administration will pay all expenses and there is no cost to the county.

IV. Pending Items – None

V. Information and Discussion – None

VI. Attachment: Resolution Request

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation _____ Payroll Dept. No: 29.00

Title of Position: Probation Supervisor ~~BT~~ Base Salary of Position: \$60,000 Grade:

Filling at Step # (If Known): _____ Request to Backfill Due to Promotion: Yes

Budget code and title: A.3140 - Probation Non-Union

This position is vacated due to: Retirement

Employee No.: 7042 Is this position mandated? No Is the position reimbursable? Yes

Source of reimbursement: State 12%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other PAN

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. 12-1-15

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date 12/3/15

AUTHORITY FOR POLICY AND PROCEDURE

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation _____ Payroll Dept. No: 29.00
Title of Position: Senior Probation Officer #1 Base Salary of Position: \$45,661 Grade: 20
Filling at Step # (If Known): _____ Request to Backfill Due to Promotion: X Yes No
Budget code and title: A.3140 - Probation Union X Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 7040 Is this position mandated? Yes X No Is the position reimbursable? X Yes No
Source of reimbursement: Federal _____% X State 12% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list X Competitive-no list (*hiring would be provisional*) Non-Competitive Other POWS
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 12-1-15

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
- The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice

- X The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date 12/3/15

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Probation _____ Payroll Dept. No: 29.00

Title of Position: Senior Probation Officer ¹⁰³ Base Salary of Position: \$45,661 Grade: 20

Filling at Step # (If Known): _____ Request to Backfill Due to Promotion: Yes No

Budget code and title: A.3140 - Probation Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No.: 6992 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal _____ % State 12% Other _____ % _____

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other pan

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. 12-1-15

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.

The Administrator objects to the filling of the vacancy.

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

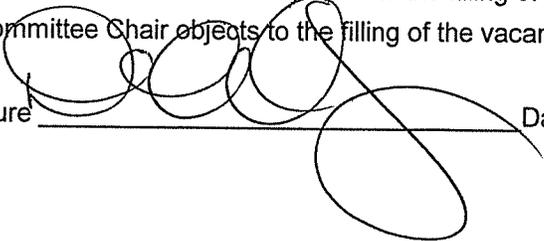
Name of Committee Criminal Justice

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature  Date 12/3/15

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Probation

DATE: 12/3/15

- (a) Title of Requested Position: **Probation Officer Trainee #2**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$39,979, Grade 16**
- (c) Effective Date for New Position:* **1/20/16**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): **None. We will need to keep Probation Officer #14, Employee #11526 open and funded at \$3,500 because the trainee appointment is for a period of one year, following which incumbent receiving satisfactory rating will be advanced to the title of Probation Officer without further examination.**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.3140-Probation-110, \$39,979**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **Yes, 12% reimbursement from NYS Division of Criminal Justice Services.**

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Probation

DATE: 12/3/15

- (a) Title of Requested Position: **Probation Officer Trainee #3**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$39,979, Grade 16**
- (c) Effective Date for New Position:* **4/1/16**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): **None. We will need to keep Probation Officer #5, Employee #7216 open and funded at \$3,500 because the trainee appointment is for a period of one year, following which incumbent receiving satisfactory rating will be advanced to the title of Probation Officer without further examination.**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.3140-Probation-110, \$39,979**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **Yes, 12% reimbursement from NYS Division of Criminal Justice Services.**

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Probation

DATE: 12/3/15

- (a) Title of Requested Position: **Probation Officer Trainee #4**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$39,979, Grade 16**
- (c) Effective Date for New Position:* **4/1/16**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): **None. We will need to keep Probation Officer #13, Employee 10416 position open and funded at \$3,500 because the trainee appointment is for a period of one year, following which incumbent receiving satisfactory rating will be advanced to the title of Probation Officer without further examination.**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.3143-Probation-Pre-Trial, 110, \$39,979**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **Yes, 12% reimbursement from NYS Division of Criminal Justice Services.**

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Probation

DATE: 12/3/15

- (a) Is this a Result of a Bid or Request for Proposal? Yes, Bid #WC66-15
- (b) Purpose of Contract: **To Contract with Warren-Hamilton Counties, ACEO, Inc. to operate the Alternative Sentencing Program to serve youth and adults.**
- (c) Name of Contractor: **Warren-Hamilton Counties, ACEO, Inc.**
- (d) Address of Contractor: **190 Maple Street, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number: **Lynn Ackershoek, 793-0636**
- (f) Has or will the Contract be provided, if so, please attach: **Will be provided**
- (g) Commencement Date of Contract: **1/1/16**
- (h) Termination Date of Contract: **12/13/16**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$61,000**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.3140.470 Probation - Contract - \$61,000****

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Probation

DATE: 12/3/15

- (a) Purpose of Contract Change: **To extend MOU with Warren County DSS Preventative Services**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **Resolution 50 of 2015**
- (c) Name of Contractor: **Warren County Department of Social Services**
- (d) Address of Contractor: **Human Services Building**
- (e) Contractor's Contact Person and Telephone Number: **Maureen Schmidt, (518)761-6305**
- (f) Commencement Date of Extension: **1/1/16**
- (g) Termination Date of Extension: **12/31/16**
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$60,000**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.3140.1582, DSS Reimburse- Probation PINS, \$60,000**

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 15

Requesting Approval for Out-of-State Travel*

****If the conference announcement or details are available in writing, please attach.***

DEPARTMENT NAME: Probation

DATE: December 3, 2015

- (a) Dates of Travel: **01/30/16 - 02/03/16**

- (b) Purpose (include complete name of any conference, school, etc.):
**American Probation and Parole Association 2016 Winter Training -
Renaissance Atlanta Waverly Hotel and Convention Center**
- (c) City/Town & State:
Atlanta, GA
- (d) Employee(s) Traveling (include title(s)):
Robert F. Iusi, Jr.
- (e) Is County paying the costs or is another Agency?
No - NYS Council of Probation Administration will cover all expenses
- (f) Mode of Transportation to be Use: **Mass Transportation - Air Travel**
(County Vehicle or Mass Transportation)

Please note: If County vehicle use is requested, upon resolution approval, please provide Fleet Manager Frank Morehouse with vehicle request form properly completed.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Criminal Justice Committee hereby authorizes Robert F. Iusi, Jr.
(Supervisory Committee) (Employee Name)

to attend 2016 American Probation and Parole Associations 2016 Winter Training Institute
(Name of meeting or organization)

at Renaissance Atlanta Waverly Hotel and Convention Center, Atlanta, GA
(Address)

on 1/30/16 to 2/3/16. Mode of transportation to be used Air Travel
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

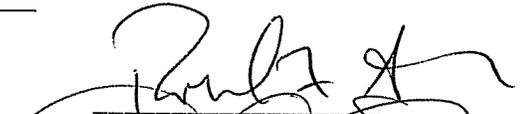
Room rate \$ _____ GSA * Rate \$ _____ * NYS Council of Probation Administration will cover all expenses.

Meal costs - GSA *per diem rate \$ _____

* www.gsa.gov

Date: 12/3/15

Date: 12/3/15



Department Head Signature



Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, If required.
5. Copy to County Administrator if credit card will be used.